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# **The FMS Guide To Managing Your Asbestos And Keeping Your Records Up To Date**



# Understanding your responsibilities

All non-domestic properties have a duty to manage the risk of asbestos within their premises so that they comply with the Control of Asbestos Regulations 2012 (CAR 2012). The duty holder for the building is required to ensure a management plan is established that identifies any possible asbestos containing materials and how they will be managed, in order to prevent any persons, including contractors, being exposed to asbestos.

## **So what is your responsibility as a duty holder and how do you make sure you're following the latest legal requirements?**

This helpful guide and checklist will support duty holders to understand their legal responsibility, the records that need to be kept up to date and the services we can provide at FMS in order to maintain an up-to-date register and ensure your building is asbestos safe.

### **1.Responsibility**

A duty holder is classed as the person responsible for the maintenance or repair of premises or equipment of any non-domestic property and for protecting others that work in such premises or use them in other ways.



## **The duty holder is responsible for:**

- Finding out if asbestos is present in the premises they look after and if so, identifying the amount, location and condition
- Keeping up-to-date records of the location and condition of the asbestos
- Assessing the risk of anyone being exposed to the asbestos
- Preparing a detailed plan that sets out how the risks will be managed and putting this into action
- Regularly reviewing and monitoring the plan to make sure it's up to date
- Making information available to anyone liable to work on the asbestos.



## **2. Keeping your records up to date**

The asbestos risk register is required by law under the duty to manage in the 2012 asbestos regulations and should always be kept up to date (the HSE advise that it should be updated at least once a year as a minimum).

**To keep your records up to date, it is recommended that every 6-12 months you make sure to do the following:**

- Regularly check the current condition of any asbestos materials in the building
- If asbestos is ever removed, ensure you delete the information from the asbestos register
- When new asbestos materials are located – add them to your register
- Make regular notes on the condition of any asbestos materials
- Ensure records are easily accessible by others who work in or have access to the building
- Update your asbestos management plan and date it.

### **3. Identifying asbestos – checklist of places and materials that can contain asbestos**

#### **Building fabric**

- Corrugated roofing, tiles, 'slates', soffits, gutters, downpipes, walls and panels
- Insulation under the roof, on beams and stanchions
- Boards and panels, and any insulation
- Insulation around pipes, on a heater, boiler, calorifier or in storage heaters
- Decorative coatings on walls or ceilings
- Insulation around windows
- Water cistern
- Flues, waste water pipes
- Plastic floor tiles

#### **Equipment**

- Oven, brakes, soundproofing, ironing surfaces, insulating mat
- Fire blanket, fire insulation in or on doors, insulating gloves

### **4. Getting work done**

Unless you are a licensed or experienced asbestos contractor it's important not to carry out any asbestos removal or maintenance yourself. The type of materials containing asbestos and the work needed will determine what type of contractor you need (licensed or unlicensed). If you're unsure, FMS can carry out a free site survey in order to establish the level of work required and the risk level involved prior to any asbestos survey being conducted.



# **Building inspection and asbestos assessments from FMS**

From creating an asbestos register and management plan, to carrying out tests to determine your asbestos levels and subsequent works to ensure your building is safe, the team at FMS are highly skilled and experienced to support you at every stage.

Using our HSE-licensed asbestos contractors we can carry out a full site survey of your building which will include rigorous background air-testing, providing you with a detailed report of the current asbestos levels.

From here we can create an asbestos register from scratch, or update and renew an existing one with the latest information and guidance.

Where necessary we will carry out works to remove any areas identified as high risk, again providing you with an updated register and detailed management plan for ensuring the safety of your building and its users going forward.



# Get in Touch

**If you're unsure of the support or work you might need, we can provide free guidance and advice over the phone and where helpful arrange a free site visit.**

We provide solutions for companies and properties of all sizes and our team of experts are readily available for specialist work that doesn't fall into the average, whatever the job, we'll be able to provide a solution.

To book your free site visit or obtain a no obligation quote, please contact us today on **01908 034040** or email **[info@fmsolutions.co.uk](mailto:info@fmsolutions.co.uk)**

